

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 :
Announcement No. NE-34-07

募集締切日:
Closing Date 18 Jan 07

発行日:
Date of Issue 5 Jan 07

1.職種名 Job title (等級 Grade 7 / 語学等級 LAD 2)

Forklift Operator Foreman A #2059
フォークリフト運転手フオーマンA

受諾可能な下位等級 Acceptable Trainee Level: 2-6

☐ 事務系 (Administrative) ☒ 技能系 (Blue Collar Trade)

募集人数
No. of
Recruitment

1 名

4.募集範囲 Area of Consideration

☒ 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity

☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

☐ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

☐ 外部 Off Base Applicant

2.部隊 Activity

Navy Exchange, Yokosuka

Distribution Center

J-1234 Warehouse, Storage Department

勤務場所 Working Place 横須賀市泊町 Tomari-cho, Yokosuka

5.雇用の種類 Type of Employment

☒ IHA ☐ HPT
☒ 常用 Permanent 時給 円
☐ 限定 Limited Term (__ カ月 Months)

3.勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days 5 days/week

勤務時間 Work Hours 8 hours/day

休憩 Recess Period 45 minutes/day

☐ 夜勤 Night Shift ☒ 残業 Overtime ☐ 出張 Business Travel

6.職務内容 Duties:

Assists in the supervision of all activities in the receipt, inspection, quality control, order picking, consolidation, storage, packaging and shipping of merchandise in and out of a distribution center. Generally is assigned a department and a select # of forklift operators, warehouseman and laborers.

Assists supervisors and management in effectively communicating work assignments/instructions between US and JN associates, both internal and external to the Distribution Center.

Assists in effectively controlling merchandise from receipt until shipment. Accountable for distribution and/or disposition of all receipts; identifies deficiencies in controls and initiates corrective action.

Assists in planning the effective utilization of the all warehouse spaces under his/her authority. Ensures spaces are maintained/arranged to maximize storage capacity and work flow efficiency. Conducts frequent inspections of equipment and work areas; follows prescribed maintenance program and makes recommendations for repair or replacement.

Assists in planning and scheduling work and arranges for necessary equipment and personnel. Supervises and provides input on the performance of associates. Supervises and participates in warehouse inventories.

Provides all necessary training in each facet of warehouse operations to associates. Ensures compliance with established safety, security, fire prevention and housekeeping procedures and directives.

Prepares a variety of reports consisting of statistical data used for analysis and evaluation of the effectiveness and efficiency of the warehouse.

Operates electric or gasoline-powered mobile forklift trucks with solid or pneumatic tires, to move, load or unload, transfer, transport, and stacks or unstacks heavy supplies inside and outside of doors.

Performs work involved in the physical receipt, storage and removal from storage of supply items. Receives and unpacks items, checking against accompanying documents to insure that correct items are received in quantity indicated. Segregates items and stores in proper area in accordance with accepted storage practice giving consideration to such material factors as shelf life, deterioration characteristics and rapidly of movement. Examines stock periodically to identify items requiring technical order compliance and those in need of reconditioning or repackaging.

Performs other related and incidental duties as assigned.

7. 資格要件／身体条件 Qualification / Physical Requirements

- a. Must have GOJ driver's license (Ordinary vehicle/Large sized special purpose vehicle) and forklift-training certificate.
- b. One year of specialized experience in the related work at 2-6 level.
- c. Knowledge of regulations and procedures for Logistics Operation.
- d. Skill in operating an ordinary vehicle, a large sized special purpose vehicle and a forklift.
- e. Ability to assist supervisors and management in all aspect of warehouse operations such as receipt and inspection of packages, quality control, storage and packing within the assigned department.
- f. Ability to motivate, train and work effectively with subordinate employees.
- g. Ability to frequently lift and carry items, such as merchandise that weighs up to 30 kgs and occasionally over 30 kgs.
- h. Ability to speak, read and write English at average proficiency level (LAD-2).
- i. Ability to speak, read and write Japanese at native language level.

*A potentially qualified applicant may be accepted as 2-6 level:

- a. One year of specialized experience in the related field work at 2-4 level.

*A handicapped applicant may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☒ 中級 Intermediate ☐ 上級 Advanced ☐ 特段の能力 Exceptional

学歴 Educational Background : N/A

免許証／修了証 License/Certificate Required : See blocks 7 & 8 7/8 欄参照

8. 提出するもの Application and Associated Documents**職務状況**

Working Condition

- * ☒ 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <http://hro.cnj.navy.mil>
- * ☒ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) <http://hro.cnj.navy.mil>
- * の記入は *Complete in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either
- ☒ 運転免許証（普通自動車 / 大型特殊自動車）及びフォークリフト運転技能講習修了証の写し
Copy of GOJ driver's license (ordinary vehicle / large sized special purpose vehicle) and forklift training certification.
- ☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
- ☒ 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)
- ☒ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー
For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy
- ☐ 外部応募者でハローワークからの紹介者は、ハローワーク紹介状
For applicant referred from Hello Work, "Hello Work Referral Card"

Works on holidays and irregular schedule as required.

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違いの無い様に御郵送/御提出下さい。募集締切日必着（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、深夜 0100 時まで提出可能です）。

Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area or Consideration" above shows "Current MLC/IHA employees" only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVJFJORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959

受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays)

*雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

事務処理欄 For Official Use

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PD is accurate and current. Certified by Activity: at

HRO: kw 1/5 ms 1/5

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

提出された応募書類はお返ししません。Submitted applications will not be returned.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。